

FIRE INCIDENT DRAFT EVACUATION OPERATION PLAN

___ ORIGINAL PLAN

___ REVISED PLAN

PREPARED BY:

IMT2 Planning Section Chief, and

Evacuation Planning THSP

AGENCIES:

Alaska Division of Forestry, and
Alaska Division Homeland Security & Emergency Mgmt.

DATE:

TIME:

SUBMITTED TO:

_____, Incident Commander

**THIS IS AN OPERATIONAL CONTINGENCY PLAN TO BE IMPLEMENTED BY
ANY ASSIGNED INCIDENT COMMANDER WHEN NEEDED. THIS PLAN
CONTAINS:**

- † ***CONCEPT OF OPERATION (1 PAGE)***
- † ***JURISDICTIONAL AUTHORITIES AND CONTACTS (2 PAGES)***
- † ***EVACUATION ORGANIZATION (1 PAGE)***
- † ***POSITION DESCRIPTIONS (10 PAGES)***
- † ***CONTROL POINTS (1 PAGE)***
- † ***FORMS (3 PAGES, 2 TABS)***
- † ***AREA RESIDENT CONTACTS & PHONE NUMBERS (___ PAGES)***
[To Be Added]
- † ***AREA MAPS (___ PAGES) [To Be Added]***

FIRE INCIDENT DRAFT EVACUATION OPERATION PLAN

CONCEPT OF OPERATION

Any of four different operational phases may be employed at any time as dictated by the situation. They are described below.

- A. **EVACUATION ALERT** – Incident Commander (IC) recognizes **possibility** of need to evacuate. People in affected area must be alerted. **IC should review Contact and Perimeter Group tasks on pages 812 and immediately task Operations Section to limit access and accurately track non-IMT personnel admitted to, or residing in affected area.** IC should evaluate need for additional resources to alert the public. Resources to consider:
- Type 1 Information Officer (IOF1),
 - Contact Group Supervisor (see p. 8),
 - Phone Contact Team (see p. 10), and
 - Mobile Field Contact Teams (see p. 10).
- IC orders needed resources pursuant to Delegation of Authority. IC alerts affected people using assigned resources until ordered resources arrive.
- B. **EVACUATION WARNING** – IC recognizes **probability** of need to evacuate. People in affected area must be warned. IC should evaluate need for additional resources to warn the public and prepare to evacuate the area. Resources to consider:
- Type 1 Information Officer (IOF1),
 - Evacuation Branch Director (see p. 6),
 - Contact Group (as identified in para. A, above),
 - Perimeter Group Supervisor (see p. 13),
 - Security Teams (see p. 15),
 - Shelter Group Supervisor (see p. 21), and
 - Documentation Unit Leader.
- IC orders needed resources pursuant to Delegation of Authority. IC warns affected people with assigned resources until ordered resources arrive.
- C. **EVACUATION DIRECTIVE** – IC recognizes people in affected area are in **immediate danger** and must be evacuated! IC should immediately order additional resources to evacuate and shelter people and pets and begin evacuating the affected area with assigned resources. In addition to resources identified in paragraph B above, IC should also order at least one shelter be opened (see p. 21).
- D. **RETURN TO EVACUATED AREA** – IC will rescind Evacuation Directive for all safe areas as soon as practicable. IOF1 will inform evacuees and the public in general. Evacuees will be allowed to return to safe areas. Evacuation Branch Director will coordinate with IC or Plans Section Chief (PSC) to develop and execute an Evacuation Branch Demobilization Plan. Shelter Group Supervisor will evaluate hardships and special needs and initiate required action in accordance with American Red Cross standing operating procedures, prior to demobilizing.

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EVACUATION JURISDICTIONAL AUTHORITIES AND CONTACTS (Page 1 of 2)

GENERAL. Alaska statutes specifically give an official of a fire department registered with the State Fire Marshall's office, the authority to direct people to evacuate a threatened area (AS 18.70.075 and .090]. While state and local law enforcement and various other emergency response organizations have no specific statutory authority to call for an evacuation, they do have common law authority.

LOCAL JURISDICTIONS. In addition to the above General authority, where the local jurisdiction () has adopted an emergency response plan that gives the local Chief Executive Officer authority to declare that a state of emergency exists, the Chief Executive Officer has authority to order evacuations while operating under a state of emergency. **Appropriate Officials of the local jurisdiction (e.g. Borough or Local Chief Executive) must be involved in implementing this plan within its jurisdictional boundaries** and may be involved elsewhere by mutual aid agreements with Alaska Division of Forestry and/or other jurisdictions. Appropriate points-of-contact are:

Borough (or local Jurisdiction), Dispatch	
Mayor – _____, Office _____	
Emergency Manager – _____	City Clerk _____
Office _____	Office _____
Home _____	Home _____
Cell _____	Cell _____

STATE JURISDICTION. The Department of Natural Resources, Division of Forestry is registered as a fire department with the Alaska State Fire Marshall. Federal agencies have no authority to call for an evacuation by either statute or common law. Therefore, the Incident Commander of an Interagency Incident Management Team assigned to this incident must be delegated that authority in writing by the Agency Administrator before implementing this plan to order evacuations from state lands. Appropriate state points-of-contact with jurisdiction in this incident area are:

Division of Forestry, Regional Area Office

Northern Regional Forester – Chris Maisch, Office 451-2662

Coastal Regional Forester -- Jim Eleazor, Office 761-6225

Area Forester – _____, Office _____

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EVACUATION JURISDICTIONAL AUTHORITIES AND CONTACTS (Page 2 of 2)

STATE JURISDICTION (cont.)

Division of Alaska State Troopers:

**Southeast
South Central
Interior**

**“A” Detachment, Dispatch 225-5111
“B” Detachment, Dispatch 745-2131
“D” Detachment, Dispatch 451-5100**

FEDERAL JURISDICTION. The U.S. Government retains jurisdiction on all federal lands. The federal point-of-contact is:

Alaska Interagency Coordination Center **356-5680**

AMERICAN RED CROSS JURISDICTION. The Tanana Valley Chapter has jurisdiction for Red Cross disaster and sheltering operations.

American Red Cross, Tanana Valley Chapter

Chapter Executive – Larry Ballion.

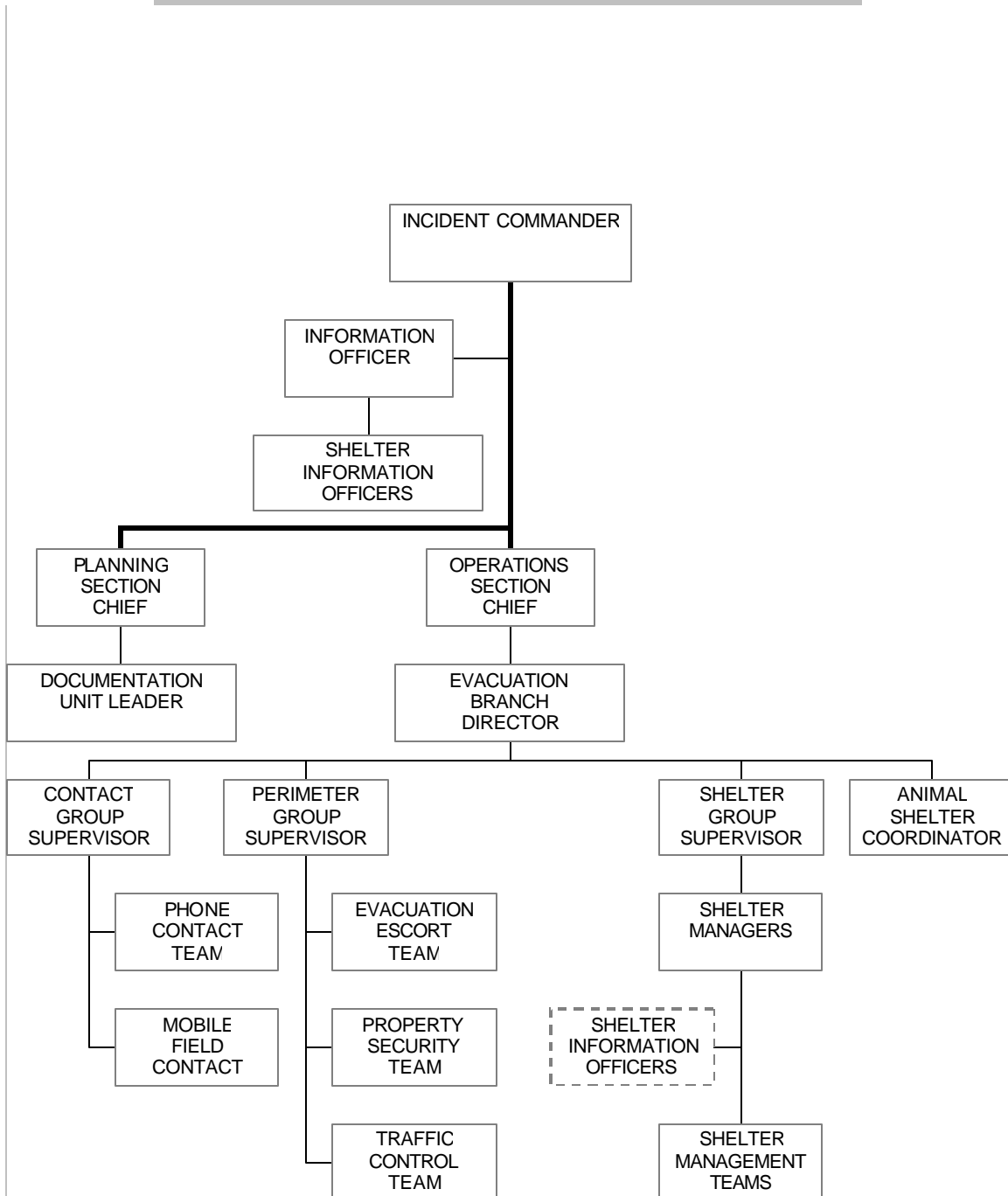
Disaster Coordinator – Greg Williams (**Home 479-4539**)

Office 456-5937

After hours 1-800-451-8267

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EVACUATION ORGANIZATION CHART



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EVACUATION BRANCH DIRECTOR (Page 1 of 2)

[Resource Order to be filled by _____ Borough, the
municipality with jurisdiction (see page 3).]

An Evacuation Branch Director (EBD) is needed when evacuation is **probable** or people are in **immediate danger** (see p. 2) and the Incident Commander does not have sufficient resources to effect necessary actions below. The EBD reports to the Operations Section Chief (OSC) when one is assigned to the incident, otherwise to the Incident Commander (IC). The EBD is primarily responsible for preparing and/or revising this evacuation plan, managing any evacuation effort associated with the incident, and coordinating evacuation efforts between the various agencies that may be involved. Duties include those of all needed subordinate positions not filled and:

- Obtain initial and daily briefings from OSC or IC; understand “Concept of Operation” at page 2.
- Determine and understand local jurisdiction and responsible state agency authorities for conducting an evacuation as a result of this incident (see page 3).
- Review position descriptions on following pages, evaluate need for additional Evacuation Branch resources and order accordingly:
 - Alert – concentrate on Contact Group.
 - Warning – concentrate on Contact and Perimeter Groups and Shelter Group Supervisor.
 - Evacuation – review all Branch resource needs.
- When the IC has issued an evacuation warning or directive:
 1. begin shelter preparations or establishment by coordinating with Larry Ballion, Executive Director, or Greg Williams, Disaster Coordinator, Tanana Valley Chapter, American Red Cross (ARC), 1-800-451-8267 (24 hrs.)
to open _____ in the _____ community, or other pre-designated shelter in the _____, AK area.
 2. coordinate **to establish livestock and pet holding areas** as required.
- Establish an evacuee briefing site(s). Provide site location(s) to Information Officer, Perimeter Group Supervisor (see p. 13) and Contact Group Supervisor (see p. 8).
- Inform Incident Communications Unit and/or Resource Unit of all status changes of resources assigned to the Branch.
- Revise this evacuation plan as necessary.

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EVACUATION BRANCH DIRECTOR (Page 2 of 2)

- Coordinate Branch activities with Divisions and other Branches.
- Know daily planning cycle and participate with Incident Planning Section Chief (PSC) in the development of daily Incident Action Plans, unless urgency of evacuation situation precludes it.
- Coordinate with PSC or Documentation Unit Leader to understand incident documentation requirements.
- Attend daily Operations Briefing.
- Review work assignments with Group Supervisors daily, usually immediately after the daily Operations Briefing.
- Approve and turn in time reports (SF 261) of Group Supervisors.
- Evaluate performance (ICS Form 226) of Group Supervisors.
- Ensure subordinates are aware of reporting and documentation requirements and comply.
- Complete a Unit Log (ICS Form 214) daily and submit it as directed by the OSC or IC.

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CONTACT GROUP SUPERVISOR (Page 1 of 2)

[Resource Order(s) to be filled by _____
Borough, the municipality with jurisdiction (see page 3).]

A Contact Group Supervisor (CGS) is needed when evacuation is **possible, probable** or people are in **immediate danger** (see p. 2) and Incident Commander (IC) does not have sufficient resources to effect necessary actions below. The CGS reports to the Evacuation Branch Director (EBD) when one is assigned to the incident, otherwise to the Operations Section Chief (OSC) or lastly, the IC. The CGS is responsible for ensuring people in the evacuation area are informed of the current fire danger level. The CGS coordinates with the Information Officer (IOFR) and manages assigned contact teams to inform people using any combination of: posting information bulletins in locations specified by IOFR, telephone calls, and direct, house-to-house contact. Duties include those of all needed subordinate positions not filled and:

- Obtain initial and daily briefings from EBD, OSC or IC; understand “Concept of Operation” at page 2.
- Review Contact Team descriptions (see p. 10) and order any additional resources needed.
- Determine if the Division of Forestry (see p. 3) has updated evacuation Area Resident Contacts & Phone Numbers list. Provide updates to Phone Contact Team Leader.
- Obtain from SITL and provide to each assigned Mobile Field Contact Team, maps that depict all known residences in the area teams are to cover.
- Determine maximum possible number of residences in affected area and order from Division of Forestry (DOF), appropriate numbers of both yellow, “Defensible Space”; for Alert phase, and international orange “Evacuate” (see p. 12; for Warning phase, door-hanger cards. Provide an adequate supply of the appropriate cards to each assigned Mobile Field Contact Team with instructions on their use.
- Develop notification message appropriate to current situation in conjunction with EBD and provide to Contact Team Leaders with appropriate directions.
 - Alert – advise people in affected area of fire situation and recommend they use checklist on yellow “Defensible Space” card to prepare.
 - Warning – recommend that persons requiring extraordinary care, transportable property, and livestock (if feasible) be moved from affected area, and that residents continue to improve defensible space. Identify briefing site(s) established by EBD.
 - Evacuation – direct occupants of the affected area(s) to leave within a specified time period, by pre-designated route(s), and report to briefing site(s) established by EBD. Warn those refusing to cooperate with the

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CONTACT GROUP SUPERVISOR (Page 2 of 2)

Evacuation (cont.) –
evacuation directive as follows:

“If you choose to stay and defend your property, you do so at your own risk. You may incur personal liability for any interference with emergency personnel. Emergency personnel may not be available to assist you.”

Contact Teams should report to the Perimeter Group Supervisor by the fastest possible means, any person(s) who appears to be incapable of making a reasonable and informed decision due to their physical or mental condition, or is otherwise unable to comply with the evacuation directive.

- Provide adequate supplies of Pre-evacuation Contact Data sheets (see p. 12) to all Contact Teams.
- Collect completed Pre-evacuation Contact Data sheets from all Contact Teams daily and process according to incident documentation procedures.
- Inform EBD or Incident Communications and/or Resource Unit of all status changes of resources assigned to the Group.
- Review assignments daily with all Group resources.
- Approve and turn in time (SF 261) for all resources assigned to the Group.
- Evaluate performance (ICS Form 226) of all resources assigned to the Group.
- Complete a Unit Log (ICS Form 214) daily and submit it as directed by EBD, OSC or IC. Inform supervisor of hazardous situations, significant events and resource status.

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CONTACT TEAMS

PHONE CONTACT TEAM

A Phone Contact Team is needed when evacuation is **possible, probable** or people are in **immediate danger** (see p. 2) and Incident Commander wants to make phone notifications but does not have sufficient resources. The phone notification situation dictates the number of team members. They report to a working Team Leader who reports to the Contact Group Supervisor (CGS). Team members make phone notifications as instructed in writing by the CGS, to area residents listed by the Incident Management Team (IMT) Planning Section. That list will be provided to and may be obtained from DOF after IMT demobilization. Supplies and equipment required for each team member include:

- an operable telephone,
- a chair or bench,
- table space,
- simple, written instructions accompanying a notification message,
- a list of names and numbers to call,
- a supply of Pre-evacuation Contact Data sheets (see p. 12; used in Alert and Warning phases),
- a ball point pen (and spares) to track contacts.

MOBILE FIELD CONTACT TEAMS

Mobile Field Contact Teams are needed when evacuation is **possible, probable** or people are in **immediate danger** (see p. 2) and Incident Commander wants to make field notifications but lacks sufficient resources. Each 2-person team has a driver and a Team Leader. The number of people in the evacuation area dictates the number of teams. They report to the Contact Group Supervisor (CGS). Teams visit all known, accessible residences in the evacuation area and notify residents as directed by the CGS. Supplies and equipment required for each team includes:

- a map identifying all known residences in the area the team is to cover,
- a vehicle appropriately equipped to travel the intended routes,
- a public address phone and speaker,
- a radio that can transmit and receive on a frequency also available to the Perimeter Group Supervisor,
- simple, written instructions with the notification message,
- a supply of Pre-evacuation Contact Data sheets (see p. 11; used in Alert and Warning phases),
- a supply of yellow, door-hanger, “Defensible Space” cards used in **Alert phase only**,
- a supply of international orange, door-hanger, “Evacuation” cards; used in **Warning phase only**, and

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- a ball point pen (and spares) to complete special instructions on “Evacuation” cards and track contacts.

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Pre-Evacuation Contact Data

Date: _____

Time: _____

Name of Person Contacted				
Address or Location of Contact				
Number of persons at this location	Adults		Minors	
	Males	Females	Males	Females
Transportation Available	Yes		No	
Pets/Animals needing attention	Yes		No	
Special Needs or Assistance Required (explain)				
Phone Number at contact location				
Emergency Contact Name				
Emergency Contact Number				
Electronic media most often on at contact location	Television	Radio	None	
Other information:				
Contact Made By				

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PERIMETER GROUP SUPERVISOR (Page 1 of 2)

[Resource Order(s) to be filled by Alaska State Troopers, the law enforcement authorities with jurisdiction .]

A Perimeter Group Supervisor (PGS) is needed when evacuation is **probable** or people are in **immediate danger** (see p. 2). The PGS reports to the Evacuation Branch Director (EBD) when assigned, otherwise to the Operations Section Chief (OSC), lastly to the Incident Commander (IC). The PGS is responsible for locating and securing perimeters, establishing and staffing traffic control points, and securing any property and/or livestock holding areas designated by the EBD. The PGS must also see that any person(s) who appears to be incapable of making a reasonable and informed decision or is otherwise unable to comply with an evacuation directive relayed by Mobile Field Contact Teams, is escorted out of the evacuation area. Duties include those of all needed subordinate positions not filled and:

- Obtain initial and daily briefings from the EBD, OSC or IC; understand “Concept of Operation” at page 2.
- Review Security Team descriptions (see p. 15) and order any additional resources needed.
- Ensure reliable communications with Mobile Field Contact Teams (see p. 10).
- Ensure a response to any Mobile Field Contact Team report of any person(s) who appears to be incapable of making a reasonable and informed decision due to their physical or mental condition, or is otherwise unable to comply with the evacuation directive. Be prepared to have individual(s) escorted from evacuation area. Ensure an Evacuation Order Report (see p. 18) is completed in each instance. Ensure the OSC and IC are aware of the Evacuation Order as soon as possible.
- Secure evacuated residential areas and property and animal holding area(s) as needed.
- Establish checkpoints, roadblocks or road closures as needed to control the situation (see Control Points, p. 19).
- Coordinate with Information Officer (IOFR) to ensure information disseminated at control points is accurate.
- Ensure reasonably reliable communications between control points.
- Provide Roadblock Traffic Control Teams with Roadblock Data sheets (p. 20) and instructions on their use.
- Collect Roadblock Data sheets and Evacuation Order Reports from Security Teams daily and process according to incident procedures.

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PERIMETER GROUP SUPERVISOR (Page 2 of 2)

- Coordinate with _____ **Borough or Local Jurisdiction (see p.3)** to establish a Personal Property Holding Area and secure same. Inform EBD, Contact Group Supervisor and IOFR.
- Ensure the Alaska Division of Family & Youth Services Northern Region Office in Fairbanks (ph. # 451-2650) is aware of any unaccompanied minors escorted to shelters (see p. 15, Evacuation Escort Team).
- Inform EBD or Incident Communications and/or Resource Unit of all status changes of resources assigned to the Group.
- Review assignments daily with all Group resources.
- Approve and turn in time (SF 261) for all resources assigned to the Group.
- Evaluate performance (ICS Form 226) of all resources assigned to the Group.
- Complete a Unit Log (ICS Form 214) daily and submit it as directed by EBD, OSC or IC. Inform supervisor of hazardous situations, significant events and resource status.

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SECURITY TEAMS (Page 1 of 2)

EVACUATION ESCORT TEAM

An Evacuation Escort Team is needed when evacuation is **probable** or people are in **immediate danger** (see p. 2) and IC may be faced with a need for peace officers to escort people from evacuation area. Evacuation situation dictates number of team members needed. They report to a working Team Leader who reports to Perimeter Group Supervisor (PGS). Two team members respond to each Mobile Field Contact Team or other report of any person(s) in the evacuation area: who appears to be incapable of making a reasonable and informed decision due to their physical or mental condition, or is otherwise unable to comply with an evacuation directive, or any minor(s) unaccompanied by a parent or guardian. Teams must be prepared to escort individual(s) from evacuation area. They must complete a written Evacuation Order Report (see p. 18) for each occurrence and report the occurrence to the PGS by the fastest means available. Unaccompanied minors must be escorted to a shelter and the escort must contact the *State of Alaska Office of Children's Services 465-3191 or the nearest local office*. Supplies and equipment required for each team member include:

- a map identifying the Incident Command Post (ICP) and all known residences in the area the team is to cover,
- a vehicle appropriately equipped to travel the area,
- a public address phone and speaker,
- a radio that can transmit and receive on a frequency also available to Team Leader and PGS,
- a supply of Evacuation Order Reports (see p. 18), and
- a ball point pen (and spares) to write reports.

PROPERTY SECURITY TEAM

A Property Security Team is needed when evacuation is **probable** or people are in **immediate danger** (see p. 2) and IC needs to secure real or personal property or animals belonging to those evacuated, but lacks sufficient resources. The number of personal property, animal holding or residential areas dictates the number of team members. They report to a Property Security Team Leader who reports to the PGS. Supplies and equipment required for each team member includes:

- a map identifying the area a team member is to cover and the ICP,

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- a vehicle appropriately equipped to travel to and from the area, and
- a radio that can transmit and receive on a frequency also available to both Team Leader and PGS.

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SECURITY TEAMS (Page 2 of 2)

TRAFFIC CONTROL TEAM

A Traffic Control Team is needed when evacuation is **probable** or people are in **immediate danger** (see p. 2) and IC requires checkpoints, roadblocks or road closures to control the situation, but lacks sufficient resources. Number of needed control points dictates number of team members. Team members report to a Traffic Control Team Leader who reports to PGS. Team Leader and PGS will determine staffing required at each control point. Supplies and equipment required at each control point include:

- a map for each control point identifying both it and the ICP,
- a vehicle appropriately equipped to travel to and from the point,
- accurate, current, situational information of interest to the public, and
- a radio that can transmit and receive on a frequency also available to both Team Leader and PGS.
- Roadblock Traffic Control Teams also require Roadblock Datasheets (p. 20) and instructions on their use.

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Evacuation Order Report

Date: _____

Time: _____

I, _____, issued an EVACUATION ORDER for the following individual(s):

This individual(s) was ordered to evacuate from:

This EVACUATION ORDER was issued for the following reasons:

The individual(s) ordered to evacuate either:

- ☐ left the area,
☐ were escorted out of the area by incident personnel,

If the evacuee(s) were escorted out of the area by incident personnel, complete the following:		
Name(s) of Incident personnel that escorted the evacuee(s) out of the area:		
Location to which the evacuee(s) was escorted:		
If the evacuee(s) was a minor, name of the person who accepted responsibility from the escort:		
Was evacuee(s) escorted from the area under restraint?	Yes	No

☐ OR, refused to leave the area.

Do you understand that by remaining in this area, your presence may hinder emergency workers/operations?	Yes	No
Do you understand that you may incur some personal liability by hindering emergency operations within the area?	Yes	No
Do you understand that you, and anyone with you, may risk serious personal injury and death by remaining in this area?	Yes	No
Do you understand that there may be no opportunities or resources available to assist you should you encounter life-threatening circumstances?	Yes	No

Signature of person issuing the EVACUATION ORDER: _____

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CONTROL POINTS

PERIMETER AND ACCESS CONTROL. Perimeter and access control shall be established to minimize conflicts between civilian and incident traffic. Perimeter and access control shall be accomplished by establishing:

☒ Outer Perimeter

Location	Type of Control
	<input checked="" type="checkbox"/> Checkpoint <input type="checkbox"/> Road Block
_____ (Mile __, ____ Highway)	<input type="checkbox"/> Checkpoint <input type="checkbox"/> Road Block

☐ Inner Perimeter

Location	Type of Control
____ 3 RD ALT. – _____ (Mile __, ____ Highway)	<input type="checkbox"/> Checkpoint <input type="checkbox"/> Road Block <input type="checkbox"/> Road Closure (only if fire threatens to cross _____ Highway)
____ 2 ND ALT. – _____ (Mile __, ____ Highway)	<input type="checkbox"/> Checkpoint <input type="checkbox"/> Road Block <input type="checkbox"/> Road Closure
____ 1 ST ALT. – _____ (Mile __, ____ Highway)	<input type="checkbox"/> Checkpoint <input type="checkbox"/> Road Block <input type="checkbox"/> Road Closure
____ PRIMARY – _____ (Mile __, ____ Highway)	<input type="checkbox"/> Checkpoint <input type="checkbox"/> Road Block <input type="checkbox"/> Road Closure
____ PRIMARY – _____ (4 miles W. of _____ @ Mile __, ____ Highway)	<input type="checkbox"/> Checkpoint <input type="checkbox"/> Road Block <input type="checkbox"/> Road Closure
____ ALT. – _____ (Mile __, ____ Highway)	<input type="checkbox"/> Checkpoint <input type="checkbox"/> Road Block <input type="checkbox"/> Road Closure

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Roadblock Data

Roadblock Location: _____

Date: _____

Time: _____

Drivers Name				
Vehicle Make & Model	License #	Color	Type	Year
ID Confirmed	<input type="checkbox"/> Drivers License	<input type="checkbox"/> ID Card	<input type="checkbox"/> SS Card	<input type="checkbox"/> Other
Passenger Names				
Reason for entry:				
Destination:				
Do you understand that your presence may hinder emergency workers/operations within the area you are entering?			Yes	No
Do you understand that you may incur some personal liability by hindering emergency operations within the area?			Yes	No
Do you understand that you, and anyone with you, may risk serious personal injury and death by entering this area?			Yes	No
Do you understand that there may be no opportunities or resources available to assist you should you encounter life-threatening circumstances?			Yes	No

Name of Person collecting data:

Signature of Driver:

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SHELTER GROUP SUPERVISOR

[Resource Order to be filled by Tanana Valley Chapter, the American Red Cross chapter with disaster and sheltering operations jurisdiction (see page 3).]

A Shelter Group Supervisor (SGS) is needed when evacuation is **probable** or people are in **immediate danger** (see p. 2) and shelter planning or shelters are needed. The SGS reports to the Evacuation Branch Director (EBD) when assigned, otherwise to the Operations Section Chief (OSC), lastly to the Incident Commander (IC). The SGS is responsible for opening and overseeing management of shelters in areas designated by the EBD. Duties include those of all needed subordinate positions not filled and:

- Obtain initial and daily briefings from the EBD, OSC or IC; understand “Concept of Operation” at p. 2.
- Meet immediate needs of persons requiring extraordinary care.
- Review ARC Shelter Management standing operating procedures and order needed resources.
- Coordinate if necessary, with Salvation Army, Church or other volunteer groups to ensure that adequate, safe shelters capable of feeding nutritionally adequate meals, providing first aid, and tracking and bedding down occupants, are open to evacuees when needed.
- Coordinate with Incident Information Officer to ensure assignment of an Information Officer to each shelter. Ensure shelter occupants are continually informed of the incident situation and control efforts.
- Be able to identify all unattended minors at the shelter.
- Ensure that relatives/guardians of shelter occupants can locate them.
- Inform EBD or Incident Communications and/or Resource Unit of all status changes of resources assigned to the Group.
- Review assignments daily with all Group resources.
- Approve and turn in time (SF 261) for all resources assigned to the Group.
- Evaluate performance (ICS Form 226) of all resources assigned to the Group.
- Complete a Unit Log (ICS Form 214) daily and submit it as directed by EBD, OSC or IC. Inform supervisor of hazardous situations, significant events and resource status.